

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

REQUEST FOR PROPOSALS SPECIFICATION NO. 02-169

The City of Lincoln Library Board intends to enter into a contract and invites you to submit a sealed proposal for:

MAIN LIBRARY SPACE NEEDS/ FACILITY STUDY

Sealed proposals will be received by the City of Lincoln Library Board on or before **12:00 noon Friday, August 16, 2002** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Proposals will be publicly opened at the K Street Complex, reading only the names of the firms submitting proposals.

Proposers should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above.

City of Lincoln Library Board reserves the right to accept or reject any and all proposals, to waive any proposal formalities, and re-advertise for proposals when deems in the best interest of City of Lincoln Library Board.

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

REQUEST FOR PROPOSAL

MAIN LIBRARY SPACE NEEDS/FACILITY STUDY

1. INTENT

City of Lincoln Library Board is soliciting proposals from interested and qualified library consultants (1) to prepare a conceptual plan for a main library and (2) to assess the existing main library in terms of size, site, structural stability, soundness, aesthetics, electrical and mechanical systems, lighting, compliance with ADA standards, functional layout, flexibility, related criteria for its useful life.

2. DESCRIPTION OF LINCOLN CITY LIBRARIES

- 2.1 Lincoln City Libraries serves a population of 225,581 within the city of Lincoln, Nebraska.
 - 2.1.1 In addition, through a contract, the library serves 24,710 in Lancaster County living outside the city limits of Lincoln.
- 2.2 Mission Statement - Lincoln City Libraries strives to provide equitable access to the accumulated knowledge of the world, encouraging individuals to pursue personal enrichment and to take informed action.
- 2.3 Main Library - Bennett Martin Public Library is a structure of approximately 101,000 gross square feet on five (5) levels, basement through 4th floor.
 - 2.3.1 This facility was constructed in three phases.
 - 2.3.1.1 Unit #1, consisting of basement, first and second floors, adjacent to 14th street and 'N' street, was constructed in 1961.
 - 2.3.1.2 Unit #2, consisting of basement, first and second floors (the east and north sides of the enclosed courtyard), was constructed in 1966.
 - 2.3.1.3 Unit #3, consisting of third and fourth floors, was constructed in 1978.
 - 2.3.2 At the present time approximately 46,000 sq. ft. are devoted to direct public service spaces, including 8,600 sq. ft. allocated as public meeting rooms; 23,000 sq. ft. are devoted to support services with the balance, approximately 32,000 sq. ft., devoted to mechanical systems, stairwells or unassigned spaces.
- 2.4 Bennett Martin Public Library is the headquarters library for a system that includes seven branch locations and provides bookmobile service to both the City of Lincoln and Lancaster County.
 - 2.4.1 Bennett Martin Public Library houses all of the support services; i.e. collection management, technical processing, branch and outreach services and facilities maintenance for the system.
 - 2.4.2 In addition Bennett Martin Public Library houses the Polley Music Library, a specialized music library, and the Jane Pope Geske Heritage Room of Nebraska Authors, a special collection of work by Nebraska authors.
- 2.5 The library is part of Lincoln city government.
 - 2.5.1 The Library Board, an administrative board of seven members, is appointed by the City Council and is responsible for the governance of the public library system.

- 2.5.2 Fiscal year 2001-2002 library budget is \$6,490,575 with a staff of 120.62 FTEs. Annual circulation is 2,306,959.

3. **SCOPE OF WORK**

- 3.1 Confer with Library staff, Library Board, Lincoln City Library Foundation, Nebraska Literary Heritage Association, city officials and others designated regarding present and needed service and space needs for a main library.
 - 3.1.1 The consultant is expected to review strategic plan, budgets and service objectives of the Lincoln City Libraries, and the Lincoln/Lancaster County 2002 Comprehensive Plan.
- 3.2. Evaluation of at least seven focus groups regarding library services.
 - 3.2.1 Focus groups could include but not be limited to: parents and pre-school children; school age children and parents; home-school parents and children; Senior citizens; English Language Learners; downtown residents and business representatives; community business, professional and residential representatives.
 - 3.2.2 Effort should be made to include diverse representation from groups such as the New American Task Force.
 - 3.2.3 Library staff shall contact and arrange the focus groups.
 - 3.2.4 The Consultant(s) shall conduct some of the groups and shall orient library staff in how to conduct the other focus groups and record the results.
 - 3.2.5 The Consultant(s) shall analyze and report the results and findings.
- 3.3 Conduct at least one public forum to be held on a weekday evening from 7 to 9 p.m. and/or on a Saturday from 10 a.m. to 12 noon at a library location to be determined in consultation with library staff.
 - 3.3.1 The purpose of the public forum is to provide an opportunity for members of this community to help define and set the direction of a future main library, which would serve the community 30 to 50 years.
 - 3.3.2 The consultant is expected to facilitate the forum so that it results in full participation by attendees and to design the forum so as to create an environment that encourages creative thinking.
 - 3.3.3 The objective of this forum is to contribute toward a vision of a main library that will successfully meet the library needs of all the community.
- 3.4 Translate public, staff, and board input into functional building requirement.
- 3.5 Assess Bennett Martin Public Library's ability to provide programs and services.
 - 3.5.1 Analysis to include site, size, structural stability, soundness, aesthetics, electrical and mechanical systems, lighting, compliance with ADA standards, functional layout, flexibility, and related criteria in terms of its useful life.
- 3.6 The consultant(s) shall prepare and submit a draft needs assessment that incorporates the findings and proposed recommendations:
 - 3.6.1 Main Library space needs for the next ten years, including the feasibility of Bennett Martin Public Library to meet those needs.
 - 3.6.2 Long-range main library space needs for next 30 to 50 years to serve community.
- 3.7 Upon approval of the final draft, the consultant(s) shall submit twenty (20) bound copies of the final report along with a "reproduction-ready" copy of the report and a computer disk with the report to the library and the consultant(s) shall present a formal summary presentation of the report and recommendations to the Library Board.

4. **QUALIFICATIONS FOR CONSULTANTS**

- 4.1 The consultant(s) or consulting firm must include one principal member with relevant experience in library administration, consulting, and planning that incorporates library needs assessment and building planning with main public library projects in similar size communities.
- 4.2 The Consultant(s) or consulting firm must have demonstrated knowledge of current public library services, future trends and functions, technology, current library furnishings, and equipment.

5. **PROPOSAL ORGANIZATION AND SUBMISSION REQUIREMENTS**

- 5.1 Each submittal must include an original and seven (7) copies of your proposal.
 - 5.1.1 Mark the outside of the submittal package with the title **"Main Library Study, Specification 02-169."**
 - 5.1.1.1 Proposed fees for services outlined on the RFP must be submitted in a separate sealed envelope within the submittal package.
 - 5.1.1.2 The envelope must be clearly marked with the firm's name and project title.
 - 5.1.1.3 The proposals will be initially reviewed without consideration of the fee.
 - 5.1.1.4 All fees submitted as part of the proposal may be further negotiated during the negotiation process.
- 5.2 The proposal shall conform to the following outline and shall not exceed twenty-five (25) 8.5"x11" typewritten, single-spaced pages; resumes and examples of related work are not included in the 25-page limit.
 - 5.2.1 The proposal shall include:
 - 5.2.1.1 *Overview/Scope of Work* - To convey the consultant(s) understanding of the objectives and requirements of this study.
 - 5.2.1.2 *Description of Consulting Team* - Provide listing of all team contractors and/or subcontractors with description of qualifications and experience.
 - 5.2.1.3 *Plan of work and technical approach* - A description of the proposed course and sequence of action or tasks including methodologies and a time-phase statement of project milestones.
 - 5.2.1.4 *Staff-time breakdown/proposed site visits* - A breakdown of the estimated staff time for each task outlined in the Plan of Work including proposed site visits.
 - 5.2.1.5 *References* - Provide at least three references for similar studies; include summary of the study and name, address, and telephone number of person to contact.
 - 5.2.1.6 *Signature* - The proposal must be signed by a person authorized to negotiate and execute contracts on behalf of the consultant(s) or company and must be binding for 60 days.

6. **SELECTION PROCESS**

- 6.1 A committee of Library Board and staff members will review the proposals. The committee will make recommendations to Library Director and to Library Board.
 - 6.1.1 The Library Board or its designee shall be responsible for the final decision.
- 6.2 Consultants shall be responsible for the cost of preparing proposals.
 - 6.2.1 The committee may elect to interview via telephone conference call.

7. SELECTION CRITERIA

- 7.1 Consultant proposals will be evaluated using the following criteria as a measure of the respondent's ability to successfully complete the project 's scope of work.
 - 7.1.1 The responsiveness, comprehensiveness, and quality of the proposal in response to the RFP.
 - 7.1.2 The technical quality of the work plan and methodology.
 - 7.1.3 Experience and qualifications of the consultant(s).
 - 7.1.4 Ability to document and present recommendations clearly in written format.
 - 7.1.5 Demonstrated knowledge of planning, management, interview, and evaluation skills, and experience in utilizing them.
 - 7.1.6 References from previous clients.
 - 7.1.7 The proposed cost to conduct the needs assessment study relative to the number of hours of professional consulting services to be received and the overall expertise of the consulting personnel proposed to perform the work.
- 7.2 Cost will not be the sole basis for selection, since it is in Lincoln City Libraries' best interest to retain a consultant or firm that has significant professional credentials.

8. SCHEDULE FOR CONSULTING CONTRACT

- 8.1 The Library anticipates award of the consulting contract within 30 days of the proposal deadline of August 16, 2002.
- 8.2 The consultant shall be prepared to initiate work by October 1, 2002, with an expected completion date of no later than February 1, 2003.
- 8.3 Questions or other inquiries regarding the RFP should be directed to:

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